



## North Holmwood Village Hall

Spook Hill, North Holmwood,  
Dorking, Surrey, RH5 4JP  
Registered Charity No. 305157

web: [www.north-holmwood-village-hall.org.uk](http://www.north-holmwood-village-hall.org.uk)

### Trustees' Annual Report for the period

Period Start Date:	Period End Date:
01/09/2019	31/08/2020

### Reference and administration details

Charity name	North Holmwood Village Hall
Other names charity is known by	NHVVH
Registered Charity No.	305157
Charity's principal address	North Holmwood Village Hall Spook Hill North Holmwood Dorking Surrey RH5 4JP

### Names of the charity trustees who manage the charity

	Trustee Name	Office	Dates acted (if not for whole year)
1	John Foskett	Chairman	
2	Jacqueline Johnston	Deputy Chairman	
3	Thomas Nimmo	Treasurer	To 21/10/19
4	Deborah Steenhuis	Treasurer	From 21/10/19
5	Jane Vicens	Secretary	
6	Christopher Leach		
7	Samantha Edwards		
8	Josephine Bulloch		
9	Jennie Lambert		
10	Josephine Bulloch		
11	Rebecca Kershaw		

### Staff and advisors

Name	Address	Capacity
Mr. Daniel Williams	28 Willow Close, Beare Green, Dorking, Surrey, RH5 4SE	Caretaker / Facilities Manager until 31/12/19
Mrs Linda Foskett	Silvaplana, Spook Hill, North Holmwood, Dorking, Surrey, RH5 4EG	Halls Manager
Barclays	99 High St., Dorking, Surrey, RH4 1AN	Bank

Ideal Touch Cleaning	4 The Smithers, Brockham, Betchworth, Surrey, RH3 7LF	Cleaners
Patrick Monczak	4 Felland Way, Reigate, Surrey, RH2 7QB	Window cleaner

## Structure, governance and management

Type of governing document	Constitution
How the charity is constituted	Association
Trustee selection methods	Trustees are appointed at the meeting immediately following the AGM held every November or at one of the other two meetings usually held in February and May approximately mid-academic term time.

## Additional governance issues

Trustee remuneration	All trustees give their time voluntarily and receive no remuneration or other benefits
Hire policies	North Holmwood Village Hall will endeavour to protect the business interests of companies and individuals who have a regular hire of the charity's premises in accordance with the published Business Ethics document

## Objectives & Activities

Charity's main activities for public benefit	North Holmwood Village Hall provides the local community of North Holmwood and the surrounding area with facilities for their personal use, and the widest possible range of recreational and educational opportunities through the letting of the facilities to appropriate enterprises who provide them.
Charity's main source of income	Hire fees
Charity's main offerings	North Holmwood Village Hall has the following facilities: <ul style="list-style-type: none"> <li>• 2 main halls, 1 Committee Room</li> <li>• 2 Fully fitted kitchens</li> <li>• Staging</li> <li>• Crockery, cutlery etc.</li> <li>• Tables &amp; chairs</li> <li>• Private car parking</li> </ul>

## Year aims

Year	2019/2020 period
Aims	The charity's aims for 2019/2020 were: <ul style="list-style-type: none"> <li>• Ensure that the village hall offers <ul style="list-style-type: none"> <li>○ facilities required by hall users and the local community,</li> <li>○ which are well maintained, clean and tidy</li> <li>○ up to date and</li> <li>○ at an affordable and locally competitive price</li> </ul> </li> </ul>

- Make the village hall an asset to the community which
  - complements and where possible enhances the ‘look’ of the village, and
  - is not a nuisance to any of it’s neighbours, specifically local residents and the Emergency Services
  - offers a wide range of sporting, recreational and learning opportunities through services provided by hall hirers
- That the village hall officers, trustees and employees
  - satisfy the requirements of the Charity Commissioners,
  - meet all legal obligations and
  - that the village hall operates within local by-laws
- Ensure that the village hall is run on a sound financial footing which
  - covers day to day operating costs with contingency for future planned and unplanned maintenance
  - enables on-going development and enhancement of the facilities on offer though a programme of building works

## Achievements and performance

Year	2019/2020 period
Key Objectives	<p>The aim for 2019/2020 was to have a strong focus on the same 4 key elements as last year:</p> <ul style="list-style-type: none"> <li>• Works to get The Studio up and running</li> <li>• Business process simplification and restructure through integration with Sage Accounting</li> <li>• Rolling programme of maintenance and refurbishment</li> <li>• Building up of funds to support our works programmes.</li> </ul> <p>It was expected to be a challenging year, especially with the unknowns which may have spun off from Brexit but nobody foresaw the massive challenges resulting from a global pandemic of Corona Virus Covid-19.</p> <p>This resulted in overriding aims from March 2020 to:</p> <ul style="list-style-type: none"> <li>• Remain solvent during the pandemic</li> <li>• Provide an environment which satisfied all government guidelines to enable as safe as possible restart of a limited number of activities from June 2020 onwards</li> </ul>
Achievements	<p><b>Premises Management</b></p> <p>Several new roles were created at the end of 2018 when the previously existing positions of Caretaker and Booking Secretary were redefined and retitled Facilities Manager and Halls Manager respectively.</p> <p>Key achievements and changes in this area since October 2019:</p> <ul style="list-style-type: none"> <li>• The role of Hall Administrators (John Foskett for the Sculptor’s Hall and Jennie Lambert for the Old School Hall) were proven to be very successful and will be retained and eventually extended to The Studio when it is up and running.</li> <li>• The use of a Halls Log completed by regular hirers on each hire for recording any issues, damage, etc. also proved successful and will be continued.</li> <li>• At Christmas 2019, the Facilities Manager Dan Williams decided not to renew his contract which expired after 2 years in the job. A review of the costs associated with the role and the maintenance undertaken suggested that it would be more cost effective to remove the role of</li> </ul>

Facilities Manager, with the Chairman, Deputy Chair and Hall Administrators parcelling up maintenance work and bringing in appropriate contractors to undertake the work. This looks to be a good approach, but little major maintenance took place due to Covid-19.

- Minor maintenance which did take place over the period has been:
  - Bulbs replacement – JF (materials cost only)
  - External weeding – JF (free of charge)
  - Fire door repairs and installation of hooks to allow fire doors to be open for additional ventilation – JF (materials cost only)
  - Wisteria pruning – Mike Rankin (contractor)

Not achieved:

- Integration of Sage effectively with North Holmwood Village Hall bank accounts – unfortunately Barclays Bank took over 12 months to make simple mandate changes correctly. This has now been deferred until 2020 / 2021. Unfortunately for many reasons, no handover from Tom Nimmo (previous Treasurer) to Debbie Steenhuis (new Treasurer) took place and hence there has been no progress on this.

### **Setting up of The Studio**

This was always going to be a challenge. When the old internal walls had been removed, the full extent of the renovation work became apparent.

An asbestos check proved that there was asbestos which needed to be removed from the ceiling and fireplace.

JJ successfully applied for a grant for its removal and the work was undertaken from February 2020:

- Electrical enabling works were carried out in February
- Plumbing (including installation of an outside tap at the front of the building took place in March
- Asbestos removal was undertaken in May.

This part of the premises has now been certified asbestos-free.

Due to the Covid-19 lockdown, which was imposed in mid-March, all work to renovate this facility was suspended.

### **Maintenance and Refurbishment**

Fortunately, no major structural issues, or big-spend items occurred during this year, so spend in this area was limited to replacement of worn and broken items.

### **Building up of funds to support works programmes**

There were two main approaches to building up the funds which were expected to be continued during 2019 / 2020:

- Implementation of cost reduction measures where possible – the main target areas being energy bills and maintenance
- Increasing revenue through stronger marketing and a small increase in hire charges.

Due to Covid-19, there was no possibility of increasing revenue since February 2020. See the Covid-19 review section later for an initial assessment of the implications.

Implementation of cost cutting measures did move forward over the period with a number of positive actions:

- Removal of the Caretaking post has a potential net saving of around £3,600 per annum. Ideal Touch Cleaning, JF & JJ are undertaking all

unlocking & night-time locking of the premises at no charge, and costs of contractors for maintenance look to be similar to the additional work bills submitted by DW.

- Waste collection has been reduced by at least ½ by moving from Biffa to Suez and a more suitable sized bin
- Progress has been made in getting resolution of the British Gas electricity bills situation. After numerous unsuccessful attempts at talking both to British Gas and NRG (their appointed broker for our account), JF raised the issues with the Ombudsman. In response, BG finally established the chain of events that led to NHVH paying for the electricity supply of G Fisher of the Old School House (as believed to have been the case by JF) in 2018. NHVH's use of electricity over the period remains to be paid for (although there is a rule which may apply, that BG cannot ask for more than 1 year's back payment), but NHVH is owed approx. £10,500 reimbursement for erroneous billing. At this time we are waiting for the final resolution. Once resolved, NHVH will be able to pay for actual usage, then we can look at the best options for energy supply for the future.

The only major cost saving area not progressed was looking at alternative insurers – JJ didn't have the time to undertake this in 2019 and in 2020 it was not progressed as we needed to have a stable insurance situation during the Covid-19 pandemic.

### **Hall Utilisation**

During the last 2 months of 2019, hall utilisation remained stable and was close to full capacity, however, during 2020 Covid-19 and other issues have had a serious impact on both regular hires and one-off hires.

### **Regular Hirer's**

- Surrey Hills Dance Centre – No hires from mid-March to the end of July due to lockdown. Restarted hires in a reduced way from the end of July as Covid-19 restrictions prohibit the return of public classes (6 a week held at NHVH). Some private lessons were able to run and restrictions meant some additional hours taken as only one lesson was able to run at a time.
- North Holmwood Pre-School – No hires from mid-March to mid-June due to lockdown. On returning in September, Pre-School added Wednesday and Friday afternoon sessions.
- Dorking Bridge Club – No hires since mid-March due to Covid-19. They have moved their sessions online for the foreseeable future as the majority of members are in the 'vulnerable' category. One member of their club died from Covid-19 before lockdown.
- Sam's Fitness – No hires from mid-March to mid-August due to Covid-19. A reduced number of hires were reinstated then.
- Yoga – No hires from mid-March to mid-August. Normal schedule (1 per week) was then re-introduced.
- Move Easy – No hires since mid-March due to Covid-19. Most attendees are in the 'vulnerable' category.
- Beavers / Cubs / Scouts – No hires since mid-March due to Covid-19.
- Studio Craftwork – No hires from mid-March to September due to Covid-19, however a regular schedule was then reintroduced.

- Dorking Freestyle Sport Karate – Closed for lockdown in mid-March due to Covid-19. and due to Covid-19 self-distancing rules, all have been permanently moved to the much larger Priory School venue.
- Zumba – No hires since mid-March. Not returning.

#### **Less Regular and One-Off Hires**

One-off hires effectively ceased with Covid-19, specifically:

- The election planned for May 2020 was cancelled
- Dorking Gardeners Club events were cancelled
- All children's parties were cancelled and no future bookings taken due to the Covid-19 restrictions and the Government talking about restrictions remaining in place until March 2021.

As stated last year, we need to continue to widen the appeal and market our premises and will need to return to this strategy as soon as sensible to do so.

#### **Covid-19**

At the time of writing, there are restrictions on people from different households being permitted to meet in premises due to the Covid-19 pandemic.

The virus started in Wuhan, China at the end of 2019 and spread rapidly across the world. The UK went into 'lockdown' in mid-March 2020, at which point the elderly and vulnerable were not allowed to leave home; non-essential shops were closed; all community halls (including North Holmwood Village Hall) were closed; non-essential travel restrictions were brought into force; hospitality and leisure activities were not permitted to operate.

The lockdown was gradually eased from late July with cautious reopening of shops, community halls and hospitality / leisure facilities with new rules which have included social distancing; limits to the numbers of people in a venue; use of masks and visors and many other lifestyle restrictions.

The UK government provided £10,000 financial aid for community halls which was gratefully received by North Holmwood Village Hall.

At the time of writing this document, the UK (and rest of the world) is in a second wave of the pandemic with the numbers infected rapidly rising. A process of localised 'lockdowns' in high risk areas is about to be replaced by a second total lockdown. Mole Valley has an average but rising infection rate.

North Holmwood Village Hall was closed mid-March until mid-June at which time only Pre-School was able to resume. Others were permitted to resume in a phased way from the end of July as the first wave of the pandemic receded. It is open at this time, but subject to stringent Covid-19 rules and processes and the second wave is showing even greater numbers being infected than the first wave, however at this time the number of deaths is much lower than in the first wave.

Current Government thoughts are that the UK will remain under severe restrictions until at least March 2021, but experience over the past 7 months suggests that we can expect significant changes of rules to be announced with no more than a couple of days' notice in response to rapidly changing situations, including a highly possible lockdown being re-introduced to Mole Valley.

In this climate it is most definitely not 'Business as Usual' at North Holmwood Village Hall.

#### **Covid-19 Rules at North Holmwood Village Hall**

JF kept in close touch with all Government, Insurers and leisure sectors rules and guidelines for operating community halls in as safe a way as possible. This

resulted in implementation of a number of key new (hopefully temporary) procedures, rules and restrictions:

- Separation of the premises into two discrete venues – Sculptor’s Hall and Old School Hall / Committee Room by locking the corridor door between them
- Closure of the Entrance Area, Gents & Disabled toilets
- Introduction of a one-way system through each venue
- Installation of sanitisation stations in both venues
- New Conditions of Hire for all regular hirers which include:
  - Use of masks
  - Cleaning requirements
  - Use of VenueTrace for registering attendees each session
  - Timing requirements
  - Social distancing requirements.

**People**

We received great support from our cleaners Ideal Touch Cleaning and Patrick Monczak, Halls Manager Linda Foskett and the small number of contractors who turned out to do necessary work around the premises in these unprecedented times.

Future plans

2020/2021 will be a challenging year, especially with unknowns regarding Covid-19 restrictions and the economy in general. The focus will at least initially be on maintaining the physical and financial viability of North Holmwood Village Hall.

**Financial Review**

Year

2019/2020 period

Summary

**Financial Implications of Covid-19**

At the timer of writing we are only 7 months into the Covid-19 and it is not possible to fully assess the impacts at this stage. The table below shows a comparison between 2018 /2019 and 2019 / 2020 figures extracted from the accounts to the end of August each year.

Some key points from this are:

- Loss of 1/3 of regular hirers income. Due to the continuing Covid-19 situation, we look as though we can only expect around £20,000 from regular hires from 2020 / 2021
- Loss of almost ½ the occasional hirers income. We cannot budget on any such income whilst the Covid-19 crisis continues.
- The MVDC Covid-19 grant is to ‘tide us over’ to Christmas 2020, i.e 1/3 of the 2020 / 2021 year as well. We cannot expect any further help.
- Hopefully with BG issues resolved we will have a correct monthly utilities bill and a cash lump sum refund.
- Caretaking and maintenance will be much lower as since March 2020 only essential maintenance has been undertaken with no caretaking fees.
- Sundry item costs are higher due to the costs of purchases for Covid-19 safety – most of these were one-off.
- Business rates were zeroised by MVDC due to Covid-19 - this may or may not happen again in 2021.
- We will need to seek out opportunities for additional grants for the coming year in support of repairs which are becoming more urgent.

Category	2018 / 2019	2019 / 2020	Change	Comment
<b>Income</b>				
Regular Hires	£28,251.00	£18,521.00	-£9,730.00	
Occasional Hires	£4,543.00	£2,479.00	-£2,064.00	
Donation		£20.00	£20.00	Crafts
MVDC Grant		£4,790.00	£4,790.00	Asbestos Removal
MVDC Grant		£10,000.00	£10,000.00	Covid Support to end 2020
<b>Total Income</b>	<b>£32,794.00</b>	<b>£35,810.00</b>	<b>£3,016.00</b>	
<b>Expenditure</b>				
Halls Manager	£3,600.00	£2,400.00	-£1,200.00	Not paid in lockdown
Utilities	£6,702.00	£6,210.00	-£492.00	NB. BG issue re electricity
Licences	£558.00	£508.00	-£50.00	
Business Rates	£227.00	£0.00	-£227.00	Business Rates cancelled for 2020
Insurance	£2,423.00	£2,510.00	£87.00	
Security & Fire	£827.00	£880.00	£53.00	
Telephone / Wifi	£910.00	£993.00	£83.00	
IT Systems	£441.00	£317.00	-£124.00	SAGE
Cleaning	£4,393.00	£3,625.00	-£768.00	NB. Lockdown closure
Caretaking + Maint	£6,417.00	£7,038.00	£621.00	DW high chg Oct-Dec 19
Asbestos Removal		£4,790.00	£4,790.00	Asbestos Removal
Waste Disposal	£1,116.00	£414.00	-£702.00	
Sundries	£676.00	£910.00	£234.00	
<b>Total Expenditure</b>	<b>£28,290.00</b>	<b>£30,595.00</b>	<b>£2,305.00</b>	
<b>Net funds change</b>	<b>£4,504.00</b>	<b>£5,215.00</b>		

#### Financial Reserve

At the time of writing we have a total of £20,798 in the bank. A minimum of £15,000 must be kept in reserve for any emergency structural maintenance on the premises – we know that before this coming winter the external doors need to be repaired and repainted. We also know that we need urgent major work on barge boards and the physical structure of The Studio part of the premises.

Charity's policy on reserves

The charity usually aims to retain around £4,000 in the Current Account to cover everyday bills and expenditure, plus a reserve of £6,000 held in order to meet any unforeseen expenditure which may occur, for example roof repairs, however, analysis of the finances show that depending on the degree of lockdown imposed over the winter 2020 / 2021 costs per month are likely to exceed income by between £200 and £500.

The funds available at 31/08/2020 were £20,798 (an increase of around £9,000 on the previous year), however £10,000 of this came from a government grant.

Details of any funds materially in deficit	Not applicable
Funding sources	<p>The main funding sources are a regular weekly hire of the premises for recreational activities such as dancing, bridge, martial arts, beavers/cubs/scouts, keep-fit; North Holmwood Pre-School is based in one of the halls weekday mornings; sales and other one-off events and hire by local residents for children's parties.</p> <p>During Covid-19 a government grant of £10,000 was received.</p> <p>A one-off grant of £4,790 was received from Mole Valley District Council for the safe removal of asbestos from The Studio.</p>

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature



Full name

John Steven Foskett

Position

Chairman

Date

21st October 2020

# North Holmwood Village Hall

## Profit and Loss Report

01 September, 2019 - 31 August, 2020

<b>Sales</b>	
4000 - Sales - Premises Hire Regular	18,471.16
4001 - Sales - Premises Hire Irregular	17,269.00
4003 - Sales - Storage	50.00
4900 - Other income	187.70
4901 - Donation	20.00
<b>Total Sales</b>	<b>£35,997.86</b>
<b>Direct Expenses</b>	
6002 - Contracted Booking	2,400.00
<b>Total Direct Expenses</b>	<b>£2,400.00</b>
<b>GROSS PROFIT / LOSS</b>	
	<b>£33,597.86</b>
<b>Overheads</b>	
7102 - Water Rates	448.48
7104 - Premises Insurance	2,509.88
7105 - Licence fixtures	90.00
7106 - Security	601.20
7107 - Fire Prevention	279.14
7108 - Licence Music	605.54
7201 - Gas & Oil	5,761.78
7520 - Office Stationery	6.49
7530 - Telephone	992.72
7610 - Accountancy Fees	316.80
7801 - Cleaning	3,295.00
7803 - Premises Expenses	9,023.19

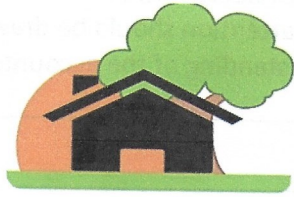
7804 - Waste Disposal	414.41	
7805 - Caretaking	2,605.01	
7806 - Cleaning - Windows	330.00	
8200 - General Expenses	902.99	
	<b>Total Overheads</b>	<b>£28,182.63</b>
<b>NET PROFIT / LOSS</b>		<b>£5,415.23</b>

GRANTS

FROM MOLE VALLEY DISTRICT COUNCIL £4790 FOR ASBESTOS REMOVAL  
 COST OF ASBESTOS REMOVAL £4790

THESE FIGURES  
 WERE ADDED TO  
 THE INCOME &  
 SPENDING FIGURES  
 IN THE ACCOUNTS  
 ON THE  
 CHARITY COMMISSION  
 SUBMISSION.

OP



## North Holmwood Village Hall

Spook Hill, North Holmwood,  
Dorking, Surrey, RH5 4JP  
Registered Charity No. 305157

web: [www.north-holmwood-village-hall.org.uk](http://www.north-holmwood-village-hall.org.uk)

### Independent Examiner's Report on the Accounts

#### Report to the trustees for the period

Period Start Date:	Period End Date:
01/09/2019	31/08/2020

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- Examine the accounts (under section 43 of the Act)
- To follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with General Directions given by the Charities Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.


Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. Which gives me reasonable cause to believe that in, any material respect, the requirements

- to keep accounting records in accordance with section 4.1 of the Act; and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act; have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signature	
Full name	SARAH-JANE ANNEHART
Relevant professional qualification(s) or body (if any)	ACCA 0806706
Address	TWISTED WILLOW SPOOK HILL DORKING, SURREY RH5 4EG
Date	26/11/2020